

# Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



## A. AGENT DETAILS

**Blueprint Property Pty Ltd** ABN: 56 638 278 818  
Suite 2, 34 Albert Street North Parramatta  
PO Box 2575 North Parramatta NSW 1750  
T (02) 98904005 F(02) 98904155  
admin@blueprintproperty.com.au  
blueprintproperty.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

### Property Rental

\$ \_\_\_\_\_ Per Week      \$ \_\_\_\_\_ Per Month

2. Lease commencement date?

\_\_\_\_ Day    \_\_\_\_ Month    \_\_\_\_ Year

3. Lease term?

\_\_\_\_ Years    \_\_\_\_ Months

4. How many people will normally occupy the property?

\_\_\_\_ Adults    \_\_\_\_ Children

## C. PERSONAL DETAILS

5. Please give us your details    Mr     Ms     Miss     Mrs

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's Licence Number \_\_\_\_\_

Driver's Licence Expiry Date \_\_\_\_\_ Driver's Licence state \_\_\_\_\_

Passport no. \_\_\_\_\_ Passport country \_\_\_\_\_

Pension no. (If applicable) \_\_\_\_\_ Pension type (if applicable) \_\_\_\_\_

6. Please provide your contact details

Home phone no. \_\_\_\_\_ Mobile phone no. \_\_\_\_\_

Work phone no. \_\_\_\_\_ Fax no. \_\_\_\_\_

Email address \_\_\_\_\_

7. What is your current address?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

### REAL ESTATE OFFICE USE ONLY

SOURCE: AGENT

TENANT ID: \_\_\_\_\_

AGENT ID: 220533

PROPERTY MANAGER: \_\_\_\_\_

Rental Rewards Registration faxed to 02 9352 3120

Application lodged via fax/ Internet with Connect Now

## D. FREE UTILITY CONNECTION SERVICE

**connectnow.**

We get things sorted.

P: 1300 554 323 | F: 1300 889 598

www.connectnow.com.au

**Moving home has never been easier**

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire. What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**PAYING RENT: We prefer payment of rent from your Bank Account or by Credit / Debit Card using Rental Rewards**

Simply complete below – visit [www.rentalrewards.com.au](http://www.rentalrewards.com.au) for further information.

We accept

**Please nominate your preferred ongoing rent payment methods:**

**Set & Forget**  Automatic debit payments from your nominated account **OR**  
**Rent Reminders**  Receive SMS **OR**  Receive Email and simply reply 'YES'

**Next Rent Payment Due:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Rent Amount:** \$ \_\_\_\_\_

**Rent Frequency:**  **Weekly**  **Fortnightly**  **Monthly**

1.  **Pay rent by Credit / Debit Card:**

**Card Number:** \_\_\_\_\_  
**Name on Card:** \_\_\_\_\_ **Expiry:** \_\_\_\_ / \_\_\_\_

**OR 2.**  **Pay rent by Bank Account – Direct Debit Request:**

I/we request that moneys due in terms of the repayment arrangements covered by this document, be drawn by Rental Rewards Pty Ltd (User ID 321418) under the Direct Debiting System from my/our account stated below. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.

**Financial Institution:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_  
**BSB** \_\_\_\_\_ **Account No** \_\_\_\_\_

**Qantas Frequent Flyer No or Myer one Card Number** \_\_\_\_\_

**DECLARATION:** I hereby register with Rental Rewards ACN 056881942 (RR) & authorise RR to process payments from my nominated account. I understand that there is a \$5 monthly membership fee, which will be charged quarterly in advance and pro rata for the quarter at the end of your joining month. I am aware of the convenience fee of 1.1% (incl GST) for Credit Card payments of the transaction value and an additional \$2 transaction fee for all Credit Card payments in accordance with this Tenant Registration form (TRF) and the Rental Rewards Terms and Conditions (RRTC) available on [www.rentalrewards.com.au](http://www.rentalrewards.com.au) or calling 1300 733 966. Some payments over \$500 by some card categories (e.g. Premium & Corporate Cards) may attract an additional \$10 fee. Payments over \$3,000 by card will attract a 1.76% fee only. For exact fees for your rent amount and card type, register online. Upon registration by a method other than online to pay rent by bank account, a \$1.51 fee is applied to set up & confirm the legitimacy of bank details. Other fees may apply including for failed & operator assisted payments - see full TC for details. By signing this TRF, I confirm the information above is true and correct, that I have read and understood the TRF and the RRTC and that I agree to be bound by the TRF and RRTC. I understand that this arrangement will remain in place until such time as it is cancelled by me or Rental Rewards in writing. NOTE: Transactions will appear on your bank statement as "REAL ESTATE PAYMENT-RR, AUSTRALIA"

**Account Holder Signature/s** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
X \_\_\_\_\_ X \_\_\_\_\_

Are two signatures required for Joint or Business Accounts?

**E. APPLICANT HISTORY**

8. How long have you lived at your current address?  |

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)  
Name of landlord or agent  
  
Landlord/agent's phone no.  Weekly rent paid  \$

11. What was your previous residential address?  
  
 Postcode

12. How long did you live at this address?  |

13. Landlord/Agent details of this property (if applicable)  
Name of landlord or agent  
  
Phone number (business hours)  Weekly rent paid  \$   
Was bond refunded in full?  If not why not?

**F. EMPLOYMENT HISTORY**

14. Please provide your employment details – What is your occupation?  
  
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)   
Employer's name (inc. accountant if self employed or institution if a student)  
  
Employer's address  
  
 Postcode   
Contact name  Phone number (business hours)   
Length of employment  Years  Months Net income?  \$

15. Please provide your previous employment details – Occupation?  
  
Employer's name:  
  
Length of employment  Years  Months Net income?  \$

**G. CONTACTS**

16. Please provide a contact in case of emergency  
Surname  Given name/s   
Relationship to you  Phone no.

**H. REFERENCES**

17. Please provide 2 personal references (not related to you)  
1. Surname  Given name/s   
Relationship to you  Phone no.

2. Surname  Given name/s   
Relationship to you  Phone no.

**I. OTHER INFORMATION**

18. Car Registration

19. Please provide details of any pets:  
Breed / type  Council registration / number   
1.   
2.

**PLEASE NOTE**

Initial payments must be made by Credit Card, Cash, Bank Cheque or Money Order within 24 hours after approval of application. No Personal Cheques accepted.

I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the required notice.

**DISCLAIMER** I confirm the following:

1. During my inspection of this property I found it to be in relatively clean condition OR

2. I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

Board  The Internet  Local Paper  
 Counter List  Other (specify)

**PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION**

Driver's Licence	40 Points
Last 4 Rent Receipts	50 Points
Passport	30 Points
Proof of Age Card / Student ID Card	30 Points Each
Copy of Mobile Phone Account	10 Points
Copy of Medicare Card	20 Points
Concession / Pension Card	10 Points
Copy of Gas / Water / Electricity account	10 Points Each

**J. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;  
(b) My personal referees and employer/s;  
(c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

(a) communicate with the owner and select a tenant  
(b) prepare lease/tenancy documents  
(c) allow tradespeople or equivalent organisations to contact me  
(d) lodge/claim/transfer to/from a Bond Authority  
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(f) refer to collection agents/lawyers (where applicable)  
(g) complete a credit check with NTD (National Tenancies Database)  
(h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature  Date   
 X

# How to pay your rent

## Tenant Rent Payment Information Sheet

In this office, here's how we ask all our Tenants to pay rent.

Following this information benefits both you and us and ensures that:

- ✓ Your payments are received on time
- ✓ Payments are quickly identified & recorded
- ✓ We reduce payment queries to you
- ✓ We maintain strong office security
- ✓ You have easy payment options
- ✓ You & all our tenants receive great service

### How much & when to pay:

- Read your lease for your rent amount and frequency details.
- Always set up your payments for a few days in advance of your rent due date to ensure your rent reaches us on time.

### Payment methods:

1. Automatic 'Set & Forget' - payments processed automatically when due.
2. SMS or Email 'Rent Reminders' - receive reminder & just reply "YES" to pay or login to pay online.

### Payment accounts:

1. Bank Account (savings/ cheque)
2. Credit Card
3. Debit Card



### Rent payment services for you:

- Easy & convenient rent payment options.
- You can earn reward points on credit card payments.
- Receive online access to payment history.
- Improve cash flow with interest free days on credit card payments.
- Service provided by industry specialists, Rental Rewards.
- Club discounts & offers including:

### Rewards:



### Costs:

- Monthly Membership Fee^: \$5
- Bank Account payments: No cost.
- Credit/ Debit Card payments\*: 1.1% + \$2 transaction fee

### How to set up your rent payments:

1. Your Property Manager will provide you with a payment set-up form.
2. Complete the form when you sign your lease agreement.
3. Once set up, you will receive a confirmation email, payments will be processed and you can access your rent payment info and member benefits via [www.rentalrewards.com.au](http://www.rentalrewards.com.au)

\*A \$2 transaction fee will be applied to all credit/debit card transactions. Some payments over \$500 by some card categories (e.g. premium cards) may attract an additional \$10 transaction fee. Payments over \$3,000 by card will attract a 1.76% fee only. For exact fees for your rent amount and card type, register online.

^The \$5 monthly service fee will be charged quarterly on 1 December/ March/ June/ September & pro rata for the quarter at the end of your joining month.

The earning of credit card rewards points is subject to the terms & conditions of your credit card rewards program

- All applicants must be 18 years of age or over and able to prove their identity with supportive documentation.
- Prior to any tenancy application being considered, each applicant is required to provide sufficient identification which totals to 100 points. Part of the documents provided must include:
  - 1 form of photo ID– drivers licence, passport or proof of age card with a valid date; and
  - 1 form of proof of income from current employment or copy of new employment contract.
- Each applicant to be noted on the lease must complete an application form.
- No applications will be accepted unless the applicant has inspected the property.
- Our office does not accept online applications (eg 1Form).
- All information must be provided on the application form and the declaration set out on page 2 must be signed.
- The Privacy Acknowledgment Form at the end of the application must be signed.
- Part D on the first page of the application form is not mandatory. Only complete if you would like to use a third party to connect your utilities and/or pay your rent.
- Our office does not accept transfer of bonds.
- Applicants must provide the agent with a specific lease commencement date and their preferred lease term (subject to landlord's consent).
- A holding deposit (equal to 1 weeks rent) must be paid on the same day of application approval.
- A bond (equal to 4 weeks rent) is to be paid online to Rental Bond Board before the lease is signed and keys collected from our office.
- A further 1 weeks rent must be paid before the lease is signed.
- A holding deposit will not be refunded should a successful applicant decide not proceed with the tenancy.
- It is the applicant's responsibility to arrange electricity, gas and internet/telephone connections to the property upon commencement of the lease.
- No reason will be given if your application is not successful.

## METHODS OF PAYMENT

Upon approval of your application, and the preparing of your lease, could you **PLEASE** **CIRCLE ONE** of the following as to how you would prefer to pay your rent:

MONEY ORDER

CHEQUE  
(BUSINESS CHEQUES ONLY)

CREDIT CARD – VISA, MASTERCARD, AMEX  
(ASK HOW YOU CAN PAY USING THIS OPTION – CONDITIONS APPLY)

ELECTRONIC FUNDS TRANSFER

If you decide to change your mind, please contact the office on  
(02) 9890 4005 immediately, as documents will need to be changed.

### **NOTICE TO ALL TENANCY APPLICANTS**

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification which totals to 100 points. Should you have difficulties in providing this identification please advise us before completing.

Please note it is important to provide 1 form of photo ID, 1 form of proof of income and 1 form of documentation showing your current address.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS
PROOF OF AGE CARD	30 POINTS
CURRENT RENTAL LEDGER	10 POINTS *
LAST 4 RENT RECEIPTS	20 POINTS
PAY SLIP	10 POINTS *
CAR REGISTRATION	10 POINTS
TELEPHONE ACCOUNTS	10 POINTS
GAS ACCOUNT	10 POINTS
ELECTRICITY ACCOUNT	10 POINTS
BANK STATEMENT	10 POINTS *
COUNCIL RATES	10 POINTS
WATER RATES	10 POINTS
BIRTH CERTIFICATE	10 POINTS *

**NOTE: You must have at least 2 sources of those marked with a \*\***

**PRIVACY ACKNOWLEDGEMENT FORM**

1. I understand that the Agent being Blueprint Property Pty. Limited, Parramatta will check that I am not lodged as a default tenant, and acknowledge that if I am lodged as a default tenant this agency/landlord has the authority to reject my application.
  
2. It is understood and agreeable that Blueprint Property Pty. Limited, Parramatta will contact my reference to confirm the information is correct (Employer, Real Estate/Landlord, Personal References.)
  
3. I understand that if I default in my rental payments or breach the Residential Tenancy Agreement in any way I will be lodged as a default tenant.
  
4. I also acknowledge that if I default in rent, damage the property or breach the Residential Tenancy Agreement that my wages or my account detail may be garnished to re coup any monies owed.
  
5. I understand that I am under no obligation to sign this consent form, however failure to do so may result in my application being refused.

If more then one application, "I" means "We" on the form

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_